



Senior Agency Official for Records Management FY 2015 Annual Report

The *Managing Government Records Directive (M-12-18)* requires Senior Agency Officials (SAOs) for Records Management to provide an annual report to NARA. This report demonstrates how your organization is achieving the goals of the *Directive* and other important initiatives as identified by NARA.

NARA uses the reports to determine the overall progress of the Federal Government in meeting the goals of the *Directive*, including implementing proper email management and transitioning to electronic recordkeeping. Additionally, NARA uses the report for information sharing purposes to provide best practices and model solutions with Federal agencies.

The reporting period begins on November 16, 2015, and reports are due back to NARA no later than COB January 29, 2016.

Please note that NARA will post a version of your 2015 SAO report on the NARA website. This action is in the interest of transparency in Government and to promote collaboration and communication among agencies. Please let us know whether there is a specific justification as to why your report cannot be publicly shared (in whole or in part).

Instructions for Reporting

- This template covers progress through fiscal year (FY) 2015.
- Please be brief and precise in your answers. Limit answers to each question to no more than 500 words.
- Please complete the eight questions/items on the following pages and send the report to prmd@nara.gov. Include the words “SAO annual report” and your agency’s name in the subject line of the email.
- If you are responsible for records management in multiple agencies, components, or bureaus, please determine how you will submit reports to NARA. While NARA prefers a comprehensive report, you may submit separate reports for each component.

Provide the following information (required):

Name of SAO: Mark Welch

Position title: General Manager

Address: 625 Indiana Avenue NW, Suite 700, Washington, DC 20004-2901

Office telephone number: 202-694-7043

1. What are the agencies, components, or bureaus covered by this report and your position as SAO?

Please list them below: Defense Nuclear Facilities Safety Board

2. Is your agency going to meet the *Directive* goal to manage all email records in an accessible electronic format by December 31, 2016? (*Directive Goal 1.2*)

X Yes No

2a) *Provide a list of actions your agency, components, or bureaus have taken to meet this goal. Include specific information on your progress:*

- *Currently maintaining emails with the cloud service provider, allowing for easy access and retrievability.*
- *Instituted required Capstone training for managers and other employees who will assist in implementation.*
- *Announced plans for a Capstone working group composed of senior managers, IT, HR, Acquisitions and Legal.*
- *Researched NARA's lessons learned for Capstone implementation.*

2b) *Provide a list of the actions your agency, components, or bureaus plan to take in 2016 to meet this goal.*

- *Schedule email records and establish disposition practices.*
- *Identify Capstone email accounts.*
- *Identify Capstone technical solution.*
- *Determine whether Capstone officials will be able to remove non-record personal emails prior to permanent capture.*

3. Has your agency taken actions to implement the 2014 amendments to the *Federal Records Act* requiring Federal employees to copy or forward electronic messages (including email, texts, chats, and instant messaging) that are federal records from their non-official accounts to official accounts within 20 days?

Yes X No

4. Describe your agency's internal controls for managing electronic messages (including email, texts, chats, and instant messaging) of the agency head and other executives (including appropriate advisers, and other senior management staff). *This will be accomplished in conjunction with Capstone implementation.*

5. Is your agency going to meet the *Directive* goal to submit records schedules to NARA for all existing paper and other non-electronic records by December 31, 2016? (*Directive Goal 2.5*)

Yes X No

5b) *Provide a list of the actions your agency, components, or bureaus plan to take in the future to meet this goal. We have begun preliminary work on creating new records schedules, but this will be task assigned to a new Records Manager due to enter on duty in the 2nd quarter of FY 2016. We are unsure if we will be able to complete this task by December 31, 2016.*

6. Is your agency going to meet the *Directive* goal to manage all permanent electronic records in an electronic format by December 31, 2019? (*Directive Goal 1.1*)

X Yes No

6b) *Provide a list of the actions your agency, components, or bureaus plan to take in the future to meet this goal. This task will be assigned to a new Records Manager due to enter on duty in the 2nd quarter of FY 2016.*

7. Please provide any insight to your agency's efforts to implement the *Managing Government Records Directive* and the transition to a digital government.

8. With regard to records management, is your agency preparing for the upcoming change in Presidential administration?

Yes No

The Board consists of five members appointed by the President for staggered five year terms, so our leadership will not turnover because of a new Administration.